



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 5.2.2	Subject: <b>CORRECTIONAL ENTERPRISES PROGRAM IMPLEMENTATION CHECKLIST</b>
Chapter 5: OFFENDER PROGRAMS	Page 1 of 4
Section 2: Academic and Vocational Education	Revision Date:
Signature: /s/ by Director Day 3/17/97	Effective Date: Aug. 1, 1997

### I. POLICY:

It is the policy of the Montana Department of Corrections to establish safe, efficient and effective vocational and industries programs in its correctional facilities. The administration and operations of all vocational and industries programs will be under the auspices of the Montana Correctional Enterprises (MCE), a division of the Department.

### II. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections.  
53-1-301, MCA. Institutional Industries.  
53-1-304, MCA. Supervision of Industries Program.  
53-9-109, MCA. Crime Victims Compensation and Assistance Account.  
53-30-131, MCA. Prison Industries Training Program-Purpose and Scope.

### III. DEFINITIONS:

**Vocational/Industry Programs** means those programs in correctional facilities which are operated under the direction of the Montana Correctional Industries, and which train, educate, treat, or employ offenders in a vocational or industries related setting.

**Certified Program** means a correctional industry that has been certified by the U.S. Department of Justice, and which permits shipments and sales of offender-produced goods across state lines.

**Crime Victims' Compensation and Assistance Account** means a state fund established for the assistance of crime victims.

**IV. PROCEDURES:**

All Department vocational and industries operations are to function under the auspices of the Montana Correctional Enterprises and will be under the direction of the MCE Management Team. Each program will be developed in compliance with the needs of the correctional facility in which it is located and will adhere to that facility's program and operational requirements.

The development of vocational and industries programs requires a significant effort in order to ensure that all contingencies are addressed. When developing these programs, a checklist of implementation requirements must be adhered to. The following represent some of the key issues that must be included in these checklists:

**A. Type of Program**

1. Vocational Education
2. Product manufacturing
3. Agricultural products grown or produced
4. Providing Services

**B. Review of Policies**

1. Mission. The review should determine whether the program is consistent with the mission of the facility or program.
2. Duties and responsibilities. There must be a mutual agreement regarding commitment to the program by all parties.
3. Lines of authority. A determination needs to be made about responsibility levels for the operation of the programs.
4. Operational Policies. A review of facility/program policies and procedures must be carried out to ensure that the vocational/industry program goals, objectives and operational policies are consistent with those of the correctional facility in which the program will exist.

**C. Support Requirements**

1. Personnel needs must be carefully assessed.
2. Security issues must be addressed at the early stages of development.
3. A determination must be made about who will provide for the different types and levels of maintenance that are crucial to the operations of vocational and industries programs.
4. The responsibility for accounting/payroll functions must be established.
5. The responsibility for maintaining and storing records must be determined.
6. A determination must be made about how the counseling needs of offenders will be met.
7. The offender workforce must be assessed to determine if there are sufficient numbers of offenders, in the proper custody classifications, to ensure a consistent workforce.
8. Private sector involvement needs to be explored.
9. Assessments must be made of the potential impact that the vocational program/industry will have on local businesses.

**D. Physical Plant Needs**

1. Space requirements (rent/build/lease options)
2. Utility requirements
3. Maintenance and repair issues
4. Land payment/lease options.

**E. Work Force**

1. Custody level of offenders for the work force
2. Normal work hours/days
3. Extended work hours/days
4. Offender Pay
5. Nonproductive time
  - a. Counts
  - b. Hold-ins

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- c. Visits
- d. Groups (treatment schedules / plans)
- e. Offender movement to and from work site
- f. Attorney visits
- g. Infirmary/sick call
- h. Lockdown procedures.

**F. Equipment**

- 1. New equipment requirements
- 2. Existing equipment (condition, availability, cost, shared use, etc.)
- 3. Lease, purchase or loan
- 4. Repair and maintenance.

**G. Certification Requirements**

In order to be considered for certification by the U.S. Department of Justice which allows for the sale of prison-made goods across state lines, the following requirements must be met:

- 1. Offenders must be paid at the prevailing wage.
- 2. Offenders must contribute a portion of their wages to a savings account.
- 3. Offenders must contribute to a crime victims' compensation and assistance fund.
- 4. Offenders must contribute to room and board.
- 5. Restitution payment must be made, when applicable.
- 6. The employer must provide offenders with workers' compensation coverage.
- 7. Involvement with the private sector is encouraged in industries operations.
- 8. The prison industry should not displace a local workforce.
- 9. Offender participation in the program must be voluntary.

**V. CLOSING:**

Questions concerning this policy shall be directed to the Facility Administrator or the MCE Management Team Leader.